

A blue oval containing the text, with two yellow swooshes extending from its sides.

Commonwealth of Virginia
MASTER CALENDAR

2006









Commonwealth of Virginia
MASTER CALENDAR

Purpose	Provides Commonwealth of Virginia managers with key dates and an integrated calendar listing due dates of reports and other information impacting most agencies.
Layout	<p>Organized into two parts. When multiple items are on the same day, they are listed alphabetically.</p> <ul style="list-style-type: none">--Key Dates – Calendar List includes items that are due as well as other useful information.--Due Dates – Calendar Boxes show only the items with due dates and agency action must be taken.
Contents	<p>Executive Performance Management (GOV) Finance (DOA, DPB, TD, VEC) General (DGS, DMBE, DMME, OCP, SOC) Human Resources (DHRM, DOLI, EDR, VRS) Legislation (GOV, DPB, GA) Planning (GOV, DPB) Technology (VITA)</p>
Note	Dates may change.

January 2006

Commonwealth of Virginia MASTER CALENDAR


Dates may change. Some agencies may vary holidays and paydays. Higher Ed fiscal dates vary.

-  Holiday
-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA

Key Dates

- 5 DHRM- Applicant Flow data for prior month due
- 9 DHRM- Leave year ends
- 9 DOA - CARS month-end closing date
- 10 DHRM- New leave year begins
- 10 DHRM- Employee Position Report due
- 10 DHRM- Temporary Personnel Transfer Report due
- 10 DOA- Payroll 4th Quarter Certification due
- 11 DOA - Leave year-end processing
- 11 DOA - CARS report distributed
- 11 GA - Pre-filing of bills ends at 10:00 am
- 11 GA- General Assembly convenes at noon
- 12 DHRM- Quarterly Training Report due
- 13 DMBE- Quarterly SWAM Report due
- 15 DGS - eVA Dashboard Report due
- 15 DGS - Vapp Reports
- 16 DPB- Strategic Planning alignment with budget due
- 17 SOC- State Board Members and certain State Employees Financial Disclosure Statement due
- 18 DHRM- PMIS data corrections due
- 20 GA- All bills and joint resolutions filed with the clerk by 5:00 pm
- 20 VITA - Agency Head approval of Dashboard Status Reports due
- 27 VITA - Secretariat evaluation of Dashboard Status Reports due
- 30 DOA- W-2 distribution deadline to agencies
- 31 DGS- Quarterly Vehicle Purchases by Agencies Report due
- 31 DOA - Reconciliation Confirmation due
- 31 DOA- W-2s distributed to employees
- 31 VEC- Employer's Quarterly Tax Report FC-20 due







Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5  DHRM-Applicants	6	7
8	9 	10 DHRM-EPR DHRM-Trans. DOA-Payroll	11 	12  DHRM-Training	13 DMBE-SWAM	14
15 DGS-eVA	16 DPB-Strategic Plan	17 SOC-Disclosure	18 DHRM-PMIS	19	20 VITA-Dashboard	21
22	23	24	25 	26 	27 VITA-Dashboard	28
29	30	31   DGS-Vehicle DOA-Rec. Confirmation VEC-Taxes				

February 2006

Commonwealth of Virginia MASTER CALENDAR










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-  Holiday
-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA

Key Dates

- 1 DHRM- Nominations for Governor's Awards & Ambassadors begin
- 1 DOLI- OSHA 300A Report to be posted
- 6 DHRM- Applicant Flow data for prior month due
- 6 GA- Budget bill committees complete work by midnight
- 8 DOA- CARS month-end closing date
- 9 VITA- IT Investment Board meeting
- 10 DHRM- Employee Position Report due
- 10 DOA- CARS report distributed
- 13 DOA- Accounts Receivable Quarterly Report due
- 14 DHRM- CVC Agency Recognition Celebration (tentative)
- 14 GA- Crossover, except budget
- 15 DGS- eVA Dashboard Report due
- 16 DHRM- PMIS data corrections due
- 16 VITA- Agency Head approval of Dashboard Status Reports due
- 19 GA- Amendments on Budget Bills available by noon
- 23 GA- Budget Bill crossover
- 24 VITA- Secretariat evaluation of Dashboard Status Reports due
- 28 DOA – Reconciliation Confirmation due







Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1  DOLI-OSHA	2	3	4
5	6 DHRM- Applicants	7	8	9 	10  DHRM-EPR	11
12	13 DOA-Accts Receivable	14	15  DGS-eVA	16  DHRM-PMIS VITA- Dashboard	17	18
19	20	21	22 	23  VITA- Dashboard	24	25
26	27	28   DOA-Rec. Confirmation				

March 2006

Commonwealth of Virginia MASTER CALENDAR

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-  Holiday
-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA

Key Dates

- 1 DHRM- New CVC charity recommendations deadline
- 1 DPB- Six Year Capital Plan instructions issued
- 6 DHRM- Applicant Flow data for prior month due
- 8 DOA- CARS month-end closing date
- 10 DHRM- Employee Position Report due
- 10 DOA- CARS report distributed
- 11 GA- Adjourn sine die
- 15 DGS- eVA Dashboard Report due
- 15 DGS- Semi-Annual Capital Outlay Progress Report instructions issued
- 15 DHRM- CommonHealth *Healthy Virginians* kickoff
- 16 DHRM- PMIS data corrections due
- 16 VITA- Agency Head approval of Dashboard Status Reports due
- 23 VITA- Secretariat evaluation of Dashboard Status Reports due
- 31 DHRM- Nominations for Governor's Awards & Ambassadors due
- 31 DOA- Reconciliation Confirmation due







Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 	2	3	4
5	6 DHRM- Applicants	7	8	9 	10  DHRM-EPR	11
12	13	14	15  DGS-eVA	16  DHRM-PMIS VITA- Dashboard	17	18
19	20	21	22	23 VITA- Dashboard	24 	25
26	27 	28	29	30 	31   DHRM-Gov. Awards DOA-Rec. Confirmation	

April 2006

Commonwealth of Virginia MASTER CALENDAR

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-  Holiday
-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA

Key Dates

- 1 DGS- COVA Entity eVA Security Officer Designation Form & Annual Users Accounts Report instructions issued
- 1 DHRM- Return to Work Report – E.O. 94 due with copy to VRS
- 3 DHRM- Name of CVC coordinator due
- 5 DHRM- Applicant Flow data for prior month due
- 7 DOA- Payroll 1st Quarter Certification due
- 8 DPB- Six Year Capital Plan due
- 10 DHRM- Employee Position Report due
- 10 DHRM- Temporary Personnel Transfer Report due
- 10 DOA- CARS month-end closing date
- 10 GA- Governor 30 day bill review period ends
- 12 DOA- CARS report distributed
- 14 DHRM- PMIS data corrections due
- 14 DHRM- Quarterly Training Report due
- 15 DGS- eVA Dashboard Report due
- 15 DGS- Semi-Annual Capital Outlay Progress Report due
- 15 DHRM- Health Plan Open Enrollment period begins
- 15 DMBE- Quarterly SWAM Report due
- 15 TD- Real property and contents update into VAPS due
- 18 VITA- Agency Head approval of Dashboard Status Reports due
- 19 GA- Reconvened Session
- 20 VITA- IT Investment Board meeting
- 25 VITA- Secretariat evaluation of Dashboard Status Reports due
- 28 DOA- Reconciliation Confirmation due
- 29 DGS- Quarterly Vehicle Purchases by Agencies Report due
- 30 DOLI- OSHA Form 300A posting removed
- 30 TD- Aircraft and watercraft inventories due
- 30 VEC- Employer's Quarterly Tax Report FC-20 due







Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 DHRM-RTW
2	3 DHRM-CVC Coordinator	4	5 DHRM- Applicants	6	7 DOA- Payroll	8 DPB-Capital Plan
9	10 DHRM-EPR DHRM- Transfers	11	12	13	14 DHRM-PMIS DHRM- Training	15 DGS- eVA DGS- Cap Out DMBE-SWAM TD-VAPS
16	17	18 VITA- Dashboard	19	20	21	22
23	24	25 VITA- Dashboard	26	27	28 DOA-Rec. Confirmation	29 DGS- Vehicles
30 DOLI-OSHA TD-Vehicles VEC-Taxes						

May 2006

Commonwealth of Virginia MASTER CALENDAR

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-  Holiday
-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA

Key Dates

- 1 DHRM- Agencies begin Agency Salary Administration Plan review
- 1 DHRM- Agencies begin Agency Reward & Recognition Plan review
- 1-7 DHRM- Virginia Public Service Week (tentative)
- 1 TD- Motor vehicle inventory and updates due
- 2 SCT- Virginia Conference Recruitment Report due
- 3 GOV- Governor's Awards presented (tentative)
- 5 DHRM- Applicant Flow data for prior month due
- 8 DOA- CARS month-end closing date
- 10 DHRM- Employee Position Report due
- 10 DOA- CARS report distributed
- 11 DPB- Year-end close and start-up budget instructions issued
- 15 DGS- eVA Dashboard Report due
- 15 DOA- Accounts Receivable Quarterly Report due
- 15 DOA- Year-end close calendar distributed
- 16 DHRM- Health Plan Open Enrollment period ends
- 16 DHRM- PMIS data corrections due
- 16 VITA- Agency Head approval of Dashboard Status Reports due
- 18 DHRM- National Employee Health and Fitness Day
- 23 VITA- Secretariat evaluation of Dashboard Status Reports due
- 31 DOA- Reconciliation Confirmation due
- 31 VITA- IT Strategic Plan due







Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1  TD-Vehicles	2 SCT- Conferences	3	4	5 DHRM- Applicants	6
7	8	9 	10  DHRM-EPR	11	12	13
14	15  DGS- eVA DOA-Acct Rec	16  DHRM-PMIS VITA- Dashboard	17	18	19	20
21	22	23 VITA- Dashboard	24	25  	26	27
28	29	30	31   DOA-Rec. Confirmation VITA-ITSP			

June 2006

Commonwealth of Virginia MASTER CALENDAR










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-  Holiday
-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA

Key Dates

- 1 DHRM-Agencies begin Agency Workforce Plan review
- 5 DHRM- Applicant Flow data for prior month due
- 7 DPB- FY 06 appropriation transfers due
- 8 VITA- IT Investment Board meeting
- 9 DHRM- Employee Position Report due
- 9 DPB- Detailed Six Year Capital Plan for authorized projects due
- 12 DOA- Authorized Signatories Form due
- 12 DOA- CARS month-end closing date
- 14 DOA- CARS report distributed
- 15 DGS- eVA Dashboard Report due
- 15 DPB- Base Budget instructions issued
- 15 DPB- Strategic and Service Plans due
- 16 DHRM- PMIS data corrections due
- 16 VITA- Agency Head approval of Dashboard Status Reports due
- 22 DOA- CARS open for FY 07 expenditures
- 23 DHRM- Compensation instructions issued
- 23 VITA- Secretariat evaluation of Dashboard Status Reports due
- 30 DGS- Higher Ed Vehicle Report due
- 30 DGS- Active eVA user accounts list due
- 30 DHRM- Agencies finish Agency Salary Administration Plan review
- 30 DHRM- Agencies finish Agency Reward & Recognition Plan review
- 30 DHRM- Health Plan Year ends
- 30 DHRM- Flexible Reimbursement Account Year ends
- 30 DOA- Disbursement and IAT input due
- 30 DOA- Reconciliation Confirmation due
- 30 TD- Due Diligence Stop Payments due

Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 	2	3
4	5 DHRM- Applicants	6	7 DPB- Appropriation	8	9  DHRM-EPR DPB- Project Plans	10
11	12  DOA-Auth. Signers	13	14 	15  DGS- eVA DPB- Strategic & Service Plan	16  DHRM-PMIS VITA- Dashboard	17
18	19	20	21	22	23 VITA- Dashboard	24
25	26 	27 	28	29	30  DGS-Vehicle DGS-eVA DOA-Disburs. DOA-Reconcil TD-Stop Pymt	







July 2006

Key Dates

- 1 DGS- COVA Entity eVA Security Officer Form & Users Report due
- 1 DHRM- New Health Plan & Flexible Reimbursement Acct yrs begin
- 1 VITA- Agency 2-Year IT Strategic Plan execution begins
- 3 DOA- Revenue deposited in bank before 2 pm
- 5 DHRM- Applicant Flow data for prior month due
- 5 DOA- Deposit Certificates keyed to CARS due
- 5 DOA- Preliminary close (tentative)
- 5 DOA- LAS input due
- 6 GOV- 2006 Legislation proposal instructions issued (tentative)
- 7 DPB- Six Year NGF Revenue Estimate instructions issued
- 7 OCP- Agency COOP Certifications due to Secretary
- 8 DGS- Passenger Vehicle & Commuting Report instructions issued
- 10 DHRM- Employee Position Report due
- 10 DHRM- Temporary Personnel Transfer Report due
- 10 DOA- Summary entries input into FAACS due
- 11 OCP- Agency COOP Certifications due from Secretaries
- 12 DOA- Payroll 2nd Quarter Certification due
- 12 DOA- FY 06 transactions input into FAACS due
- 13 EDR- Grievance and Disciplinary Action Report instructions issued
- 14 DHRM- Quarterly Training Report due
- 14 DOA- Treasury Loan Interest Payments due
- 14 DPB- Annual maintenance reserve plans due
- 15 DGS- eVA Dashboard Report due
- 15 DMBE- Quarterly SWAM Report due
- 17 DHRM- PMIS data corrections due
- 19 DOA- Agency Operating Expenditure Plans due (tentative)
- 19 DOA- Required Reconciliations due (tentative)
- 19 VITA- Agency Head approval of Dashboard Status Reports due
- 20 DOA- Information checklist due
- 20 DOA- Technology Survey due
- 20 DOA- GASBS No. 39 Reporting Entity checklist due
- 25 DOA- CARS final fiscal year closing date (tentative)
- 26 DOA- CARS Final Close reports distributed (tentative)
- 26 VITA- Secretariat evaluation of Dashboard Status Reports due
- 29 DGS- Quarterly Vehicle Purchases Report due
- 29 VEC- Employer's Quarterly Tax Report FC-20 due
- 31 DOA- CARS report distributed (tentative)
- 31 DOA- Preliminary Yearly Revenue Report due (tentative)

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-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA

Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 DGS-eVA
2	3 DOA-Deposits	4	5 DHRM-Applicants DOA-Dep Cert DOA-LAS	6	7 OCP-COOP	8
9	10 DHRM-EPR DHRM-Transfers DOA-FAACS	11 OCP-COOP	12 DOA-Payroll DOA-FAACS	13	14 DHRM-Training DOA-Interest DPB-Maint.	15 DGS- eVA DMBE-SWAM
16	17 DHRM-PMIS	18	19 DOA-Op Exp DOA-Reconcil VITA-Dashboard	20 DOA-Checklst DOA-Survey DOA-GASBS	21 DOA-Fin Close	22
23	24	25	26 VITA-Dashboard	27	28	29 DGS-Vehicle VEC-Taxes
30	31 DOA-Revenue					







August 2006

Key Dates









- 1 DGS- Annual Value Engineering Report for large projects due
- 1 DHRM- Agency Workforce Plan with attachments due
- 1 DHRM- PMIS instructions for performance review ratings issued
- 3 DOA- Monthly Cash & Investments Report due
- 3 DOA- Leave Liability Statement due
- 3 DOA- Schedule of Outstanding Installment Purchase Obligations due
- 3 DOA- Schedule of Inventory on Hand at June 30 due
- 4 DHRM- Applicant Flow data for prior month due
- 4 GOV-2005 Legislative Proposals to OAG due (tentative)
- 8 DOA- CARS month-end closing date
- 10 DHRM- Employee Position Report due
- 10 DHRM- Employee performance reviews begin
- 10 DOA- CARS report distributed
- 10 DOA- Final Monthly Revenue Report due
- 10 VITA- IT Investment Board meeting
- 10 VITA- Draft Recommended Tech. Investment Projects Report to ITIB
- 14 DOA- Full Costing SICAP assessment schedule due
- 15 DGS- eVA Dashboard Report due
- 15 DMBE- Annual SWAM Program due
- 15 DPB- NGF Revenue Estimates due
- 15 TD- Financial feasibility studies for revenue bond projects due
- 16 DGS- Annual Passenger Vehicle Assignment & Commuting Report due
- 16 DHRM- PMIS data corrections due
- 16 DPB- Review of 2005 maintenance reserve plans completed
- 16 VITA- Agency Head approval of Dashboard Status Reports due
- 17 DOA- Governmental Fund Financial Statement Template due
- 17 DOA- Proprietary Fund Financial Statement Template due
- 17 DOA- Internal Service Fund Financial Statement Template due
- 17 DOA- Private-Purpose Trust Fund Financial Statement Template due
- 17 DOA- Agency Fund Financial Statement Template due
- 17 DOA- Fixed Asset Accounting & Control System analysis due
- 17 DOA- Fixed Asset Useful Life Trend Analysis due
- 17 DOA- Schedule of Cash, Cash Equivalents, & Investments at 6/30 due
- 17 DOA- GASBS No. 33 Expenditure and Revenue Analysis due
- 17 DOA- Federal SICAP statistical information due
- 23 DOA- Preliminary Yearly Revenue Report due
- 23 GOV- Legislative proposals due to Secretary (tentative)
- 23 VITA- Secretariat evaluation of Dashboard Status Reports due
- 24 DOA- ISF-Conversion to Govt.-wide Statement of Activities due
- 25 DOA- Prior Year data eliminated from FINDS
- 25 GOV- Year-end Revenue & Budget Presentation to money committees (tentative)
- 29 GOV- Secretary approved proposals due to DPB & Gov. Policy Office (tentative)
- 30 DOA- Accounts Receivable Quarterly Report due
- 31 DOA- Reconciliation Confirm. with Petty Cash & Travel Adv Forms due
- 31 DOA- Receivables as of June 30 due
- 31 DOA- Schedule of Retainage Payable due
- 31 DOA- Federal Schedules due
- 31 DOA- Donor Restricted Endowments due

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-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA







Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1  DGS-Value Engineering DHRM-Wkfrce	2	3 DOA- Four Reports	4 DHRM- Applicants GOV-OAG	5
6	7	8	9 	10  DHRM-EPR DOA- Revenue	11	12
13	14 DOA-SICAP	15  DGS- eVA DMBE-SWAM DPB- Revenue TD-Rev Bond	16  DGS-Vehicles DHRM-PMIS VITA- Dashboard	17 DOA- Ten Reports	18	19
20	21	22	23 DOA-Revenue GOV-Leg. VITA- Dashboard	24 DOA- ISF	25  DOA-Revenue	26
27	28 	29 GOV-Sec. Proposals	30 DOA- Acct Receivables	31   DOA-Five Reports		

September 2006

Commonwealth of Virginia MASTER CALENDAR












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-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA

Key Dates

- 1 DGS- Agency Land Use Plan updates due
- 1 DHRM- CVC materials available to order
- 1 DPB- Base Budget due
- 1 DPB- Capital Improvement Plan update issued
- 1 EDR- Grievance and Disciplinary Action Report due
- 1 VITA- ITIB Recommended Technology Investment Projects Report to Governor & GA
- 5 DHRM- Applicant Flow data for prior month due
- 8 DHRM- Employee Position Report due
- 8 OCP- Agency COOP test certification due to Secretariat
- 11 DOA- CARS month-end closing date
- 12 DPB- Nongeneral fund revenue estimates due
- 13 DOA- CARS report distributed
- 15 DGS- eVA Dashboard Report due
- 15 DGS- Semi-Annual Capital Outlay Progress Report instructions issued
- 15 DHRM- Begin to enter performance ratings into PMIS
- 15 DHRM- PMIS data corrections due
- 15 DPB- Decision Brief instructions issued
- 15 GOV- Va. Results & Management Scorecard updates due (tentative)
- 19 VITA- Agency Head approval of Dashboard Status Reports due
- 21 DOA- GASBS No. 33 Fed Fund Anal.-Adv. Funded/Block Grants due
- 21 DOA- Government-wide Payables & Other Accruals at June 30 due
- 21 DOA- Direct Billed Central Services due
- 21 DOA- Management Discussions and Analysis due
- 22 OCP- Agency COOP test certification due from Secretariat to OCP
- 26 DHRM- CVC Kickoff event for CVC coordinators
- 26 VITA- Secretariat evaluation of Dashboard Status Reports due
- 29 DOA- Reconciliation Confirmation due
- 30 DHRM- Flexible Spending Account reimbursement filing deadline
- 30 TD- VPBA projects annual certificate of no fault due







Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1  DGS-Land Use DPB-Budget EDR-Grievance	2
3	4 	5 DHRM-Applicants	6	7	8  DHRM-EPR OCP-COOP	9
10	11 	12 DPB-NGF Revenue Est	13	14 	15  DGS- eVA DHRM-PMIS GOV-Va. Results &MS	16
17	18	19 VITA- Dashboard	20	21 DOA-Four Reports	22  OCP-COOP	23
24	25 	26 VITA- Dashboard	27	28 	29   DOA-Rec. Confirmation	30

October 2006

Commonwealth of Virginia MASTER CALENDAR

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-  Holiday
-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA

Key Dates

- 1 DHRM- CVC campaign begins
- 1 DHRM - Workplace Safety Reports – Exec. Order 94 due
- 3 DHRM- CommonHealth begins Flu Shot campaign
- 5 DHRM- Applicant Flow data for prior month due
- 10 DHRM- Employee Position Report due
- 10 DHRM- Temporary Personnel Transfer Report due
- 10 DHRM- CVC campaign results to date due
- 10 DOA- CARS month-end closing date
- 11 DOA- Payroll 3rd Quarter Certification due
- 12 DOA- CARS report distributed
- 12 VITA- IT Investment Board meeting
- 13 DHRM- Quarterly Training Report due
- 14 DGS- Semi-Annual Capital Outlay Progress Report due
- 14 DMBE- Quarterly SWAM Report due
- 15 DGS- eVA Dashboard Report due
- 15 DPB-Budget decision packages due
- 16 DHRM- PMIS data corrections due
- 16 DHRM- CVC campaign results to date due
- 18 VITA- Agency Head approval of Dashboard Status Reports due
- 19 DOA- Adjustments due
- 19 DOA- Report of Financial Condition due
- 20 DOA- Internal Control Statement due
- 21 DPB- Review of legislative proposals completed
- 23 DHRM- CVC campaign results to date due
- 25-27 DHRM- Annual HR Symposium (tentative)
- 25 DHRM- Employee Performance Reviews completed
- 25 VITA- Secretariat evaluation of Dashboard Status Reports due
- 30 DHRM- CVC campaign results to date due
- 31 DGS- Quarterly Vehicle Purchases by Agencies Report due
- 31 DHRM- CVC campaign results to date due
- 31 DOA- Reconciliation Confirmation due
- 31 GOV- Secretaries recommendations on proposals due (tentative)
- 31 VEC- Employer's Quarterly Tax Report FC-20 due







Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 DHRM-Safety	2	3	4	5 DHRM-Applicants	6	7
8	9	10 DHRM-EPR DHRM-Trans. DHRM-CVC	11 DOA-Payroll	12	13 DHRM-Training	14 DGS-Capital DMBE-SWAM
15 DGS- eVA DPB- Budget	16 DHRM-PMIS DHRM-CVC	17	18 VITA-Dashbrd	19 DOA-Adjustmt DOA-Fin Condition	20 DOA-Internal Control	21
22	23 DHRM-CVC	24	25 DHRM-Performance VITA-Dashboard	26	27	28
29	30 DHRM-CVC	31 DGS-Vehicles DOA-Rec Conf GOV-Proposals VEC-Taxes				

November 2006

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-  Holiday
-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA

Key Dates

- 1 DGS- Annual eVA Security Officer Recertification due
- 1 DGS- EPACT Report on new vehicles using alternative fuel due
- 1 DMME- Energy Use and Management Plan Report due
- 1 GOV- Governor submits six-year capital plan (tentative)
- 1 TD- Unclaimed Property Report due
- 6 DHRM- Applicant Flow data for prior month due
- 6 DHRM- CVC campaign results to date due
- 7 DOA- CARS month-end closing date
- 9 DHRM- Employee Position Report due
- 9 DOA- CARS report distributed
- 12-16 DGS- Annual Procurement Forum
- 13 DHRM- CVC campaign results to date due
- 14 DOA- Accounts Receivable Quarterly Report due
- 15 DGS- eVA Dashboard Report due
- 16 DHRM- PMIS data corrections due
- 17 DHRM- Employee performance ratings due
- 17 VITA- Agency Head approval of Dashboard Status Reports due
- 18 SOC- Financial Disclosure Statements for State Board Members instructions issued
- 20 DHRM- CVC campaign results to date due
- 25 DHRM- implement performance increase
- 25 GOV- Review of agency legislative proposals completed (tentative)
- 27 DHRM- CVC campaign results to date due
- 28 VITA- Secretariat evaluation of Dashboard Status Reports due
- 30 DHRM- CVC campaign ends
- 30 DOA- Reconciliation Confirmation due







Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1  DGS-eVa DGS-Alt Fuel DMME-Energy TD-Uncl Prop	2	3	4
5	6  DHRM-Applicants DHRM-CVC	7	8	9   DHRM-EPR	10	11
12	13  DHRM-CVC	14  DOA-Accts Receivable	15  DGS- eVA	16  DHRM-PMIS	17  DHRM-Performance VITA-Dashboard	18
19	20  DHRM-CVC	21	22	23	24	25
26	27   DHRM-CVC	28  VITA-Dashboard	29	30   DOA-Rec. Confirmation		

December 2006

Commonwealth of Virginia MASTER CALENDAR



Dates may change. Some agencies may vary holidays and paydays. Higher Ed fiscal dates vary.

-  Holiday
-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA

Key Dates

- 1 DHRM- CVC campaign results due
- 1 VITA- Annual Customer Satisfaction Survey conducted
- 5 DHRM- Applicant Flow data for prior month due
- 8 DHRM- Employee Position Report due
- 8 GA- Bill drafting request not subject to legislative limits deadline
- 11 DOA- CARS month-end closing date
- 13 DOA- CARS report distributed
- 14 VITA- IT Investment Board meeting
- 15 DGS- eVA Dashboard Report due
- 15 DHRM- PMIS data corrections due
- 15 DPB- Budget presented to Money Committees
- 15 SOC- Board profiles due
- 18 VITA- Agency Head approval of Dashboard Status Reports due
- 19 VITA- Secretariat evaluation of Dashboard Status Reports due
- 20 GOV- Governor presents Executive Budget to GA
- 29 DOA- Reconciliation Confirmation due

Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1  DHRM-CVC	2
3	4	5 DHRM-Applicants	6	7	8  DHRM-EPR	9
10	11 	12	13	14 	15  DGS- eVA DHRM-PMIS SOC-Board	16
17	18 VITA-Dashboard	19 VITA-Dashboard	20	21	22  	23
24	25	26	27	28 	29   DOA-Rec. Confirmation	30
31						